

**REQUEST FOR PROPOSALS
CITY OF AUBURN
ECONOMIC DEVELOPMENT CONSULTANT**

Section 1. Summary of Request

Purpose – The City of Auburn (“City”) is accepting proposals from qualified providers of economic development and marketing services to serve as “Economic Development Coordinator”, a contract position, in connection with the scope of work as defined below.

One original of the proposal should be addressed to:

Larry T. Combs, City Manager
City of Auburn
1225 Lincoln Way
Auburn, CA 95603

Questions regarding the proposal may be directed to Mr. Combs at:

(530) 823-4211 ext. 192
lcombs@auburn.ca.gov

Proposals should be received no later than 5:00 p.m., on December 30, 2016.

Section 2. Scope of Work

The City will select one or more Economic Development Consultants to serve as the Economic Development Coordinator and assist the City in promoting, developing, encouraging and assisting economic development in the City of Auburn. Selection of a responder to be included on the City’s list of qualified Economic Development Consultants does not guarantee that a Consultant will necessary be selected to provide services to the City.

All work performed by the Economic Development Consultants will be under the direction of the City Manager with input from the City’s Economic Development Commission.

Primary duties include, but are not limited to, promoting the business and economic development interests within the community of the City of Auburn. The Economic Development Coordinator will include working with all noted City departments in providing guidance to individuals and companies to help establish, relocate and expand businesses within the community of the City of Auburn. The Economic Development Coordinator will provide assistance in the planning and coordination of community development projects, assisting business and residential applicants with local and State permitting processes and providing research for City sponsored projects. The Economic Development Coordinator will focus on the geographical area of the City of Auburn and parts of Placer County. Significant automobile travel will be required.

Consultants may submit a proposal to perform some, or all, of the work described below.

The Scope of Work may include, but is not limited to, the following:

- Directs economic development initiatives to achieve the goals and objectives outline by the Economic Endurance Plan and guided by the Economic Development Commission
- Responsible for the implementation of short and long term economic and community development plans as well as gathering of information and preparation of studies, reports and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities,

- taxes, zoning, transportation, community services, financing tools and incentives
- Respond to request for information for economic development purposes, coordinating with other City departments and outside agencies as needed
- Provides professional advice, assists in the application and permitting process and serves as an advocate for economic development in line with zoning ordinances and the Economic Endurance Plan
- Promotes Auburn Airport Business Park, Old Town, Downtown and Highway 49 corridor
- Works with business associations such as the Auburn Chamber of Commerce to identify areas of opportunity in promotion of business retention and expansion
- Identifies, develops and/or supports target industries and existing businesses and provides marketing programs, technology transfer data, financial resources, etc. for those businesses
- Works with the Economic Development Commission to update marketing and business attraction strategies
- Monitors legislation and regulations related to economic development and report findings to the appropriate impacted parties, i.e. the City Manager, The Economic Development Commission, the City Council, etc.
- Attends professional development workshops and conferences as directed
- Designs, organizes, markets and presents tours, trade missions, seminars, workshops, meetings, conferences, etc. to promote economic and community development activities
- Other roles and responsibilities as assigned to ensure the success of the Economic Endurance Plan
- Other projects as may be identified by the City Manager.

Section 3. Term of Contract

The City anticipates entering into a contract with one or more Economic Development Consultants for a term of one (1) year, renewable at the option of the City for an additional one (1) year term.

Section 4. Required Submittals

Proposals should include the following:

- Background information that describes the nature and history of the firm or individual, including a representative list of past and current clients.
- Specific information regarding the firm's or individual's experience and technical expertise respecting the scope of services, including descriptions of particular experience with economic development within the State of California. Experience with economic development within Placer County shall be considered a plus.
- Identification and resumes of the persons who will provide services.
- References of work performed, including if applicable, the names and contact persons for any similar local governmental entities for which services have been provided within the last five years.
- Executed non-collusive bid certificate in the form attached as Exhibit A.
- A fee schedule on an hourly basis for the types of services and personnel expected to perform services. List travel costs and any other direct or indirect costs associated with performing the required services.
 - Multiple ideas relating to fee schedules may be submitted.
 - Retainer fee may be considered or other compensational approaches may be negotiated.
- All items except your fee proposal should be placed in an envelope and marked "PROPOSAL". Your fee proposal should be placed in a separate envelope and marked "FEE PROPOSAL"

Section 5. Selection Criteria

Each proposal will be considered by comparing it with the published criteria and a ranking shall be established. The substance of proposals will carry more weight than their form or matter of presentation. This ranking shall be used to select firms for further consideration, after which interviews and negotiations with two or more

of the top ranked firms may commence. After interviews and negotiations have been conducted, the City shall select the proposal which, in its sole opinion, is in the best interest of the City. One or more Economic Development Consultants may be selected with which to enter into an agreement for services.

Section 6. Miscellaneous

The City reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors outside the scope of this RFP.

The City assumes no responsibility or liability for costs incurred by respondents to this RFP, including any requests for additional information, interviews, or negotiations.

The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. Each Economic Development Consultant shall be an independent contractor of the City. The independent contractor will be required to maintain its own workers compensation, liability and automobile insurance coverage, and provide proof of same to the City, all in the manner provided in the contract required to be signed.

EXHIBIT A

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

I, hereby affirm under the penalties of perjury that the foregoing statement is true.

Firm: _____

By: _____
(Signature)

(Typed)

Date: _____